

## TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: INDUSTRIAL SPECIALIST VI –  
Bus Repair Facility  
Paint and Body Shop Supervisor

SALARY GROUP: A18

DEPARTMENT: Industry

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 3/10/2015

POSITION #: 024054

## I. JOB SUMMARY

Performs advanced work in the operation of the Bus Repair Facility. Work involves overseeing the work of offenders to ensure efficient operations; and assigning and supervising the work of offenders. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

## II. ESSENTIAL FUNCTIONS

- A. Plans schedules of operations; evaluates operations and recommends changes; conducts inspections to ensure quality and quantity control is maintained; ensures the proper maintenance of machinery and equipment; reads blueprints and makes material takeoffs; and inspects and provides technical assistance in methods and equipment used in the paint and body shop.
- B. Reviews raw material requirements; and requisitions supplies, machinery, and equipment.
- C. Coordinates and oversees technical training and in-service programs; and maintains evaluations and records of training activities and proficiencies.
- D. Assigns and supervises the work of offenders; and assigns work tasks in various phases of production.
- E. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning automotive repair experience to include paint and body or mechanical repair  

or

five years full-time, wage-earning experience in any production or manufacturing operation.
3. Experience in the supervision of offenders preferred.
4. Correctional custody or law enforcement experience preferred.

**B. Knowledge and Skills**

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of production and workflow procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of methods and procedures for sheet metal fabrication and properties of metals preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to train and supervise offenders.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to coordinate and supervise various manufacturing production lines simultaneously.
12. Skill in the use of machinery and equipment in the assigned area.

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Page 3 of 3

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, air grinder, drill, rivet gun, metal shears, welding machine, hydraulic jack, hydraulic lift, paint spray equipment, forklift, pallet jack, hand tools, power tools, air tools, telephone, and automobile.